

BO 6260.2

136

From: Commanding General

To: Distribution List

Subj: OCCUPATIONAL MEDICAL SERVICES

Ref: (a) DODI 6055.5 (NOTAL)

(b) Federal Personnel Manual Chapter 792 (NOTAL)

Encl: (1) Occupational Medical Services

(2) Procedures for Treatment of Injured/Ill Employees

1. Purpose. To establish a uniform program as required by the references in coordination with the Navy Hospital, Jacksonville (NAVHOSPJAX), and Occupational Medical Clinic (OMC), Albany for providing focused medical evaluations appropriate for employee work operations or exposures. Also, to provide standard procedures for employees reporting to the OMC with occupationally related injuries or illnesses.

2. Cancellation. BO P5100.1G Chapter 4 Section 4 and Figure 4-6.

3. Background

a. In accordance with references (a) and (b), personnel are selected for medical surveillance evaluations primarily through the findings of the industrial hygiene program as interpreted by qualified occupational health professionals. This ensures that limited medical resources are most effectively utilized while providing all workers at risk of developing occupationally related health problems, with focused medical evaluations in a standardized manner. Enclosure (1) describes the MCLB Albany, Medical Services Program.

b. The OMC also provides general outpatient medical treatment to civilian employees suffering injuries or illnesses while at work. Enclosure (2) describes standard procedures for employees reporting to the OMC for such treatment. These are issued to ensure that employees in need of treatment are seen efficiently, but with the highest possible level of care.

4. Action

a. Command elements and tenant commands with employees enrolled in

medical surveillance programs will note and adhere to the requirements of enclosure (1).

b. All civilian employees and supervisors will note the requirements of enclosure (2) and adhere when ill or injured while at work.

c. NAVHOSPJAX Branch Medical Clinic provides medical support to the OMC.

5. Applicability. This Order is not applicable to the Blount Island Command.

OCCUPATIONAL MEDICAL SERVICES

1. The MCLB Albany Occupational Medical Services are designed to perform focused medical evaluations on civilian employees and active duty military identified at risk of adverse effects from their occupational environments due to significant exposure to physical or chemical stresses. It also provides for medical evaluations where the work condition or environment creates special stresses on personnel that must be medically evaluated.

2. Identification of Enrolled Employees

a. The Head, Industrial Hygiene Field Division, Albany identifies areas where employees are significantly exposed to chemical and/or physical stressors (excluding ionizing, non-ionizing and radio frequency radiation) through industrial hygiene surveys by means of industrial hygiene survey reports.

b. Areas or operations where a potential of significant exposure to ionizing, non-ionizing or radio frequency radiation exists will be identified to the command by the Base Radiation Safety Officer (BRSO), MCLB Albany.

c. Areas where a significant potential for eye injury exists and personnel exposed to these eye-hazardous conditions will be identified to the command by the OMC. Chapter 4 Section 2 of BO P5100.1G governs the management of The Sight Conservation Program aboard this Base.

3. Divisions will review all above available information and identify to the OMC, civilian employees and active duty personnel who are to be enrolled in hazard-based surveillance program. Questionable requests for enrollment will be reviewed by the OMC/IH.

4. Certification is required for some job conditions and/or positions. These

include blockers, bracers and riggers; child care workers; crane operators; firefighters; food handlers; forklift operators; hazardous material spill responders; motor vehicle operators; security guards; and respirator wearers. Employees or active duty military requiring certification will be identified by their employing division to the OMC.-I

5. Appointments

a. Divisions and tenant commands whose employees have identified hazard-based medical surveillance and/or task based medical certification needs will coordinate with the OMC to ensure that all employees receive required evaluations.

b. It is the responsibility of each Division or tenant Command to contact the OMC to schedule required exams. The OMC does not maintain a database of employee exams, but on the completion of an exam will inform the command of qualifications or disqualification's, and the date the next exam is due. It is the further responsibility of the command(s) to notify their employee(s) of scheduled appointment date and time, and to ensure that employees report for these appointments. Employees are to report at the times assigned. If an employee can not keep an appointment, the supervisor should notify the OMC so that a new time may be scheduled. Supervisors should not substitute an employee in a time scheduled for someone else.

6. Examinations

a. Medical surveillance and certification examinations are based on the protocols of Navy Environmental Health Center Medical Surveillance Procedures Manual and NOHIMS Medical Matrix, latest edition. Additional testing may be conducted at medical discretion.

b. All examinations are performed at the OMC except refraction exams for safety glasses, Class III/IV laser exams, and baseline tonometries for Pest Controllers. These exams are conducted at either the Naval Branch Medical Clinic, Building 9700 (Turner Field) or Civilian Contract Services through Base contract. Appointments required for these exams will be coordinated through the OMC.

c. Divisions and tenant Commands will be notified by No SHOW letter of employees who fail to keep scheduled appointments. Commands should initiate action to reschedule appointments. The Command will be similarly notified if the employee fails to keep the second appointment.

- d. In cases where a follow-up examination must be conducted, OMC staff should schedule this examination in coordination with the employee's command.
- e. Preemployment examinations are required for new employees working in areas where significant exposure to chemical and/or physical stressors as identified by industrial hygiene surveys and where medical certification is required. Requests for these examinations are initiated by the Human Resources office (HRO) (Code 360) and scheduled with OMC.
- f. Termination examinations are required for some surveillance programs. Termination exams should be scheduled by the supervisor and Human Resources Office (HRO) several weeks prior to the employee's date of exit. The employee's clearance sheet will not be signed by the OMC until the required exams are completed.
- g. Dispensary permits (OPNAV 5100/9) should accompany the employee for each clinic visit. The top section of the permit is to be completed by the supervisor. The bottom part will be completed by the OMC and returned to the supervisor by the employee.

PROCEDURES FOR TREATMENT OF INJURED/ILL EMPLOYEES

1. The OMC, in coordination with the Naval Hospital Jacksonville Branch Medical Clinic, Albany, provides the following medical services for injured or ill employees in accordance with DODI 6055.5 and Federal Personnel Manual Chapter 792.
 - a. Emergency diagnosis and first aid treatment of injuries and illnesses necessary during working hours and within the competence of the professional staff and facilities whether or not the employee was injured while in the performance of duty or the illness was caused by his employment. Treatment of nonoccupational injuries/illnesses, including such preexisting injuries/illnesses which are aggravated in the course of work, is limited to minor disorders or treatment necessary to prevent loss of life or limb or to prevent suffering.
 - b. on a time and space available basis and by appointment only, OMC personnel may take vitals (blood pressure, temperature, pulse) for civilian employees. Appointments may be made by calling the OMC at extension 5986.

c. outpatient medical monitoring of an employee (such as routine blood pressure monitoring) or administration of treatments or medication as required by the physician as being reasonably necessary to maintain the employee at work may be performed by the OMC, upon receipt of a written request by the physician.

d. Fitness for duty examinations, as required by BO P5100.1G Chapter 4 and BO P12000.6A Chapter 19, are performed by the OMC.

2. For injured/ill employee reporting for treatment under paragraphs 1a, 1b or 1c, a completed Dispensary Permit (OPNAV 5100/9) initiated by the supervisor must be submitted. It is important that the supervisor complete all of the top section of the form or unnecessary delays in treatment may result. It is the supervisor's responsibility to see that this form is completed and submitted with each dispensary visit an employee makes.

3. Injured/ill civilian employees who desire treatment will report to the OMC for checking and screening. Depending on the nature and severity of the injury or illness, they will either be seen by OMC or Branch Medical Clinic personnel.

4. For fitness for duty examinations, management will coordinate with the HRO (Code 370). The HRO will initiate a request for an appointment with the OMC at extension 5984/5985.

5. Where referral to a private physician is needed for treatment of an occupational injury or illness, the OMC should, at the patient's request, make an appointment with the patient's choice of physicians.

6. Supervisors should be aware that in accordance with the Federal Personnel Manual Chapter 792 and BO P12000.6A, Chapter 15, it is their responsibility to ensure their employees receive treatment for occupational injuries or illnesses.

7. Employees will ensure their supervisor is aware of any preexisting injuries or conditions, and make immediate notification of any new injury/conditions.
